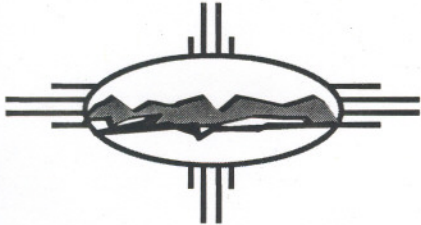


DESK INSTRUCTION

Title: Transmittal of NMED Document- Review Fees	Identifier: DI-4.24	Revision: 0	Effective Date: 10/21/99
	ER Catalog Number: ER19990041		



ER PROJECT

Transmittal of NMED Document-Review Fees

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Transmittal of NMED Document-Review Fees

NOTE: Environmental Restoration (ER) Project personnel may produce paper copies of this document printed from the controlled-document electronic file located at <http://erinternal.lanl.gov/documents/Procedures/dis.htm>. However, it is their responsibility to ensure that they are trained to and utilizing the current version of this document. The Quality Program Project Leader may be contacted if text is unclear.

1.0 PURPOSE

This Desk Instruction (DI) states the responsibilities and describes the process for transmitting document-review fees to the New Mexico Environment Department (NMED) Hazardous and Radioactive Materials Bureau (HRMB).

2.0 DEFINITIONS

2.1 *Document Review Fee* — A fee required by 20 NMAC 4.2 (New Mexico Administrative Code) for NMED HRMB to review enumerated documents.

3.0 RESPONSIBLE PERSONNEL

- 3.1 Focus Area Administrator or Deployed Regulatory Compliance (RC) Staff Member
- 3.2 ER Project Office Administrator
- 3.3 Budget Analyst

4.0 PROCEDURE

Note: Pursuant to 20 NMAC ~~4.2~~, the ER Project is required to submit specified fees to the NMED HRMB to review enumerated documents. Once a completed document and fee are received by NMED HRMB, the document is deemed administratively complete and NMED HRMB will initiate a technical review of the document to be completed within 180 days of receipt of the fee and transmittal letter.

- 4.1 After documents enumerated in 20 NMAC 4.2 have been submitted to NMED in accordance with QP-4.9, Document Development and Transmittal Process: Peer Review Required, the ER Project Office will receive a letter from NMED which states that the specified document, which NMED has received, is complete and orders a fee of a specified amount be transmitted.

The letter will specify the payee of the check and to whom the check should be mailed. This letter initiates the transmittal of the specified fee.

- 4.2 The **Focus Area Administrator** or **Deployed RC Staff Member** will oversee the fee submittal process. Following QP-4.10, Document Development and Transmittal Process: Peer Review Not Required, the **Focus Area Administrator** generates a memorandum which requests that BUS-1 process a check. The distribution list of the memorandum includes the ER Budget Analyst. Attachment A is an example of a memorandum of request for check processing. The request memorandum should specify that separate checks be drawn for each fee (if more than one fee is specified) and that each check be made payable to the NMED Hazardous Waste Permits Fund (as specified in the NMED HRMB letter).

Note: Direct questions on the program codes to use in the memorandum to the ER Budget Analyst.

- 4.3 The **Focus Area Administrator** delivers the memorandum to the ER Project Office Administrator for the Program Manager's signature.
- 4.4 The **ER Project Administrator** acquires the ER Program Manager's signature and returns the memorandum to the Focus Area Administrator.
- 4.5 The **Focus Area Administrator** distributes the memorandum.
- 4.6 When the processing of the check has been completed, the **Focus Area Administrator** picks up the check from BUS-1.
- 4.7 Following QP-4.10, Document Development and Transmittal Process: Peer Review Not Required, the **Focus Area Administrator or Deployed RC Staff Member** creates a draft transmittal letter to accompany the document-review-fee check(s). Attachment B shows a sample letter to be used for drafting a letter to transmit a single check and Attachment C shows a sample letter to be used for drafting a letter to transmit multiple checks to NMED HRMB. The Focus Area Administrator or Deployed RC Staff Member should use these samples as a guide to provide the ER Project Office Administrator with information necessary for the proper completion of this letter.
- 4.8 The **Focus Area Administrator or Deployed RC Staff Member** then submits the document-review-fee check(s) and the transmittal letter to the ER Project Office Administrator for processing. The Focus Area Administrator or Deployed RC Staff Member should include a note to the ER Project Office Administrator that the check and its transmittal letter should be sent *certified mail return receipt requested*.

Note: When the signed postal return receipt is received, it should be submitted to the Records Processing Facility (RPF) with the related

E/ER numbers (ER catalog number, symbol number, etc.) in order to allow the RPF to relate it to the proper records.

5.0 RECORDS

The **Focus Area Administrator or ER Project Office Administrator** is responsible for submitting the following records (processed in accordance with AP-02.1, Procedure for LANL ER Records Management) to the RPF.

5.1 Memorandum (because the memorandum contains budget information, a note should be placed on the RPF copy saying it is a sensitive document).

5.2 Letter

5.3 Postal Return Receipt

6.0 TRAINING

All users of this DI are trained by self-study; documentation of training is not necessary.

7.0 ATTACHMENTS

Attachment A: Sample Memorandum Requesting Check Processing (1 page)

Attachment B: Sample Document Review Fee Submittal of Single Check/Fee Letter (2 pages)

Attachment C: Sample Document Review Fee Submittal of Multiple Checks/Fees Letter (2 pages)

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.

Los Alamos
NATIONAL LABORATORY
memorandum
Environmental Restoration Project
E/ER, M992

To/MS: Susie E. Martinez, BUS-1, MS
P240
From/MS: Insert Your Name, E/ER, MS M992
Phone/FAX: 5-7502/5-4747
Symbol: E/ER:XX-XXX
Date: August 17, 1999

**SUBJECT: REQUEST FOR NEW MEXICO ENVIRONMENT DEPARTMENT FEE
CHECK**

The Environmental Restoration (ER) Project requests that a check be processed for the item listed below. Please charge the check amount to Cost Center _____, Program Code _____, Cost Account _____, and Work Package _____.

Check Payable to:	
Amount:	\$
Description:	

Julie A. Canepa, E/ER Program Manager

Please call _____ of the ER Project at XXX-XXXX when the check is complete and she will arrange to have someone pick it up. If you have any questions please call me at the number shown above. Thank you.

CM/

Cy: Insert appropriate Focus Area Leader
J. Canepa, E/ER, MS M992
T. George, E/ER, MS M992
C. Maze, BUS/ER, MS M992
D. McInroy, E/ER, MS M992

L. Sohlt, E/ER, MS M992
E/ER File, MS M992
RPF (ER Catalog #), MS M707
E/ER File CT #, MS M992



University of California
Environmental Restoration Project, MS M992
Los Alamos, New Mexico 87545
505-667-0808/FAX 505-665-4747



U.S. Department of Energy
Los Alamos Area Office, MS A316
Environmental Restoration Program
Los Alamos, New Mexico 87544
505-667-7203/FAX 505-665-4504

Date: August 17, 1999
Refer to: E/ER:XX-XXX

DRAFT
Certified Mail
Return Receipt Requested

Hazardous and Radioactive Materials Bureau
New Mexico Environment Department
2044A Galisteo Street
P.O. Box 26110
Santa Fe, New Mexico, 87502
Attn: Cynthia Abeyta

SUBJECT: DOCUMENT REVIEW FEE SUBMITTAL FOR [INSERT DOCUMENT TITLE — SUCH AS WORKPLAN FOR PRS # _____]

Dear Ms. Abeyta:

The Los Alamos National Laboratory Environmental Restoration (ER) Project submits check number _____ payable to the New Mexico Hazardous Waste Fund in the amount of \$_____ to the New Mexico Environment Department Hazardous and Radioactive Materials Bureau (HRMB). This check is payment of the corrective action document-review fee as specified in 20 NMAC 4.2 Part 201.7 for review of **complete document name** for Potential Release Site #, **LA-UR-#, E/ER #**.

The University of California/U.S. Department of Energy understands that upon acceptance by the HRMB of this document-review fee that the **short name of document** will be deemed administratively complete and HRMB will initiate a technical review to be completed within 180 days of receipt of this letter. If you have any questions, please contact **insert your name** at **xxx-xxxx**.

Sincerely,
Julie A. Canepa, Program Manager
LANL/ER

Sincerely,
Theodore J. Taylor, Program Manager
DOE/LAAO

Enclosure: Check Number _____

Ref: **Kielling, John E. Letter to T. Taylor and J. Browne. [date].**

Cy (w/encl.):
RPF (ER Catalog #), MS M707

Cy (w/o encl.):
Focus Area Leader, Group, MS M992
Team Leader, Group, MS M992
Deployed RC staff, Group, MS M992
Attorney, LC-GEN, MS A187
M. Buksa, E/ET, MS M992
T. Grieggs, ESH-19, MS M992
M. Kirsch, E/ER, MS M992
C. Maze, BUS-8, MS M992
D. McInroy, E/ER, MS M992
J. Mose, LAAO, MS A316
T. Taylor, LAAO, MS A316
J. White, ESH-19, MS K490
J. Kieling, NMED-HRMB
S. Yanicak, NMED-DOE OB, MS J993
E/ER File CT #, MS M992
E/ER File, MS M992
Tracker Rm 604, MS M992



University of California
Environmental Restoration Project, MS M992
Los Alamos, New Mexico 87545
505-667-0808/FAX 505-665-4747



U.S. Department of Energy
Los Alamos Area Office, MS A316
Environmental Restoration Program
Los Alamos, New Mexico 87544
505-667-7203/FAX 505-665-4504

Date: August 17, 1999
Refer to: E/ER:99-

DRAFT
Certified Mail
Return Receipt Requested

Hazardous and Radioactive Materials Bureau
New Mexico Environment Department
2044A Galisteo Street
P.O. Box 26110
Santa Fe, New Mexico, 87502
Attn: Cynthia Abeyta

SUBJECT: DOCUMENT REVIEW FEE SUBMITTAL FOR _____

Dear Ms. Abeyta:

The Los Alamos National Laboratory Environmental Restoration (ER) Project submits fees to the New Mexico Environment Department Hazardous and Radioactive Materials Bureau (HRMB) for the following:

Check #	Amount	Document Name and PRSs

Checks are payable to the New Mexico Hazardous Waste Fund per 20 NMAC 4.2 Part 301.3, and constitute payment for the corrective action document review fees as specified in 20 NMAC 4.2, Table 2.5. The University of California/U.S. Department of Energy understands that upon acceptance by the HRMB of these document-review fees that the documents will be deemed administratively complete and HRMB will initiate a technical review to be completed within 180 days of receipt of this letter. If you have any questions, please contact ***insert your name at xxx-xxxx.***

Sincerely,
Julie A. Canepa, Program Manager
LANL/ER Project

Sincerely,
Theodore J. Taylor, Program Manager
DOE/LAAO

Enclosure: Check Number _____

Ref: ***Kieling, John E. Letter to T. Taylor and J. Browne. [date].***

Cy (w/encl.):
RPF, MS M707

Cy (w/o encl.):
Focus Area Leader, Group, MS M992
Team Leader, Group, MS M992
Deployed RC staff, Group, MS M992
Attorney, LC-GEN, MS A187
M. Buksa, E/ET, MS M992
M. Kirsch, E/ER, MS M992
C. Maze, BUS-8, MS M992
D. McInroy, E/ER, MS M992
J. Mose, LAAO, MS A316
T. Taylor, LAAO, MS A316
J. White, ESH-19, MS K490
J. Kielling, NMED-HRMB
S. Yanicak, NMED-DOE OB, MS J993
E/ER File CT #, MS M992
E/ER File, MS M992
Tracker Rm 604, MS M992
RPF (ER Catalog #), MS M992